

ASB FINANCE FUNDAMENTALS: HOW TO MAKE MONEY FOR YOUR CLUB OR TEAM

- Plan a fundraising event.
- Vote on and approve the fundraising event as a club and record the vote on a Meeting Minutes form.
- Complete an Event form and turn it into the ASB room. Allow two weeks for approval. The ASB class needs to place the item on the agenda, discuss it as a class, and respond back to the club/team if there are any questions.
- If you need a cash box, contact Ms. Main in the ASB Finance Office at laura.main@sduhsd.net and request the cash box at least two days before the event. Please indicate how many boxes you need, what you are selling, when you are selling, the price of the items or tickets, and when you would like to pick up the box.
- Follow all directions on the cash box lid and complete all forms in the box.
- Return the cash box, money, and forms to the ASB Finance Office.
- Please note: the ASB Finance Office will assess a 2% processing fee for all club/team deposits that are associated with fundraising. This helps to cover the operating costs of the ASB Finance Office.
- Be aware of your club/team finances. You may request an account statement by e-mailing Ms. Main at laura.main@sduhsd.net.

Please contact CCA ASB Bookkeeper Laura Main at (858) 350-0253, x4018 or laura.main@sduhsd.net if you have any questions. Thanks!